

Town of Rowe - FY 2014
Board of Selectmen – Minutes
Wednesday, June 4, 2014 - 2:00 pm
Rowe Town Hall

Call to Order: The meeting was called to order by Chair Wilson at 2:00 pm.

Present: Chair Wilson and Vice-Chair Susan Gleason, Selectman Walt Quist and Administrative Clerk Janice Boudreau

Audience: Jodi Brown, Mary Ann Dykeman, Carlos Helligmann, Rosie Gordon, Lance Larned, Betty Lenth, Leslie McLatchy, Paul McLatchy Jr., Jim Taylor

Minutes: **Motion to Accept the Minutes of May 13, 2014:** Following review, Chair Wilson made a motion to accept the Minutes of Select Board Meeting of May 13, 2014 as presented. The motion, seconded by Vice-Chair Gleason, was accepted. (2/0/1) Walt Quist abstained as he was not present at the meeting.

Motion to Accept Minutes of May 21, 2014: Following review, Chair Wilson made a motion to accept the Minutes of May 20, 2014 with amendments. The motion, seconded by Vice-Chair Gleason, was accepted. (3/0/0)

New Business

1/. Fire Chief – Report - 2:00 pm: Fire Chief McLatchy requested a line item transfer of \$516.18 from Fire Department General Operations to Fire Heating Oil due to the severe winter.

Motion to Approve Transfer: Chair Wilson made a motion to approve the Line Item Transfer the amount of \$516.18 from Fire Department General Operations to Fire Heating Oil. The motion, seconded by Selectman Quist, was unanimously accepted. (3/0/0)

Chief McLatchy reported on the activities of the Fire Department, highlights included:

- reported on their training updates including Hazmat Awareness, First Responder and Fire Impact
- Installation of self-retracting life line in the Rowe Fire Station Hose Tower
- Emergency Reporting Software is now in use.
- Oil Tank removal project completed with assistance from the DPW
- Replacing of Turn-out Gear in the works
- Resolution Council established to resolve issues internally
- Appointment of Brandon Sprague as Deputy Forest Warren
- Need to get estimate for establishing new office space
- Installation of signage at the junction of Tunnel Road and Brittingham Hill Road
- Investigating a lighted key pad for door entry
- Added 3 Pulse Oxygen indicators and working on getting oxygen kits
- Fire Truck issues have been resolved
- Fire Dept. Auxiliary will host open House at Rowe Old Home Days with games

Fire Chief McLatchy left the meeting at 3:03 pm.



2/. Jim Taylor Bridge Reclamation Plan - 2:45 pm: Highway Superintendent Jim Taylor reported on the status of the Bridges needing work in Rowe including the Cyrus Stage over Potter Brook which is currently out to bid, Kings Highway over Pelham Brook and Leshures Road over Potter Brook and Zoar Road Bridge. He explained the work required and that it was best to go ahead and get engineering plans underway as it is a better method for receiving State funding when plans are in place. Chair Wilson said there would be discussion with the Finance Committee to review best way to raise money for the projects which are of vital importance to the Town.

Road Reclamation: Jim further recommended the full reclamation of town roads and get back to funding a paving program which would include milling and reclamation and put aside \$50,000.00 per year for the purpose to extend the life of the town road system and presented cost per mile.

Request for Transfer of Funds: Jim Taylor asked for permission to commence the Grasshopper program and make a line item transfer \$ 3500.00 from Highway Wages to Summer Youth Program to facilitate the training of the supervisory crew and work in a difficult area for safety reasons.

Motion to Approve Transfer: Chair Wilson made a motion to approve the transfer of \$ 3500.00 from Highway Wages to Summer Youth Program. The motion, seconded by Susan Gleason, was unanimously accepted. (3/0/0)

Request for Transfer of Funds: Jim Taylor requested a line item transfer of \$1462.50 from Annual DPW Projects to Fuel for Town Vehicles due to the severity of the winter.

Motion to Approve Transfer: Chair Wilson made a motion to approve the transfer of \$ 1462.50 from Annual DPW Projects to Fuel for Town Vehicles. The motion, seconded by Susan Gleason, was unanimously accepted. (3/0/0)

3/. - Sheila Litchfield 3:30 pm – Personnel Evaluations and Point System: Sheila Litchfield presented how Heath has made a grading system for its employees to pay them equitably, competitively and as a way to keep good employees. She explained the procedure involved reviewing job descriptions and assigning numerical values to each job description components by the Select Board and Finance Committee. Sample forms were reviewed.

4. Invitation to Bid Openings DPW Truck 4:00 pm -: Highway Bids were opened for the 2014 Six Wheel Truck 18,750 GVW Cab and Chassis (144.5" WB-CA of 60"), equipped for heavy duty snow removal. To trade 2005 Ford F-550 with dump body and plow frame.

Bids were opened from:

- George Davenport of Keene Chrysler for \$32,624.00 with trade-in
- Zwack of Stephentown, NY for \$33,395.00
- Bart Truck of West Springfield, MA for \$30,537.00 for equipment only
- Salvadore of Gardner, MA for \$46,000.00 less \$9437.00 for trade-in
- Salvadore of Gardner, MA for \$33,000.00 for equipment only



Motion to Award Bid: Chair Wilson made a motion to award the bid for the 2014 Six Wheel Truck 18,750 GVW Cab and Chassis (144.5" WB-CA of 60) to the low bid of George Davenport of

Keene Chrysler for the amount of \$32,624.00. The motion, seconded by Vice-Chair Gleason was unanimously accepted. (3/0/0)

It was agreed the Highway Superintendent would review the specifications of the equipment bid to make certain it was correct and would come in the following week to discuss.

5/. Appointments: Chair Wilson said that she was not prepared to appoint all of the Officers for FY15 because she still needed to contact some members to see if they would still serve.

Motion to Appoint Town Treasurer: Chair Wilson made a motion to appoint Kris Nartowicz for a three year term as Treasurer. The motion, seconded by Walt Quist, was unanimously accepted. (3/0/0)

Motion to Appoint Wayne Zavotka: Chair Wilson made a motion to appoint Wayne Zavotka as Energy Committee Member for a one year term. The motion, seconded by Walt Quist, was unanimously accepted. (3/0/0)

6/. National Grid Weather Station: Administrative Clerk said she had received an inquiry from National Grid asking Rowe to participate in hosting a weather station to gather weather data and people could access through their website. It was agreed it was a good thing to pursue.

7/. One Day Liquor License Application: The Friends of the Rowe School asked for approval for Lefty's Brewing Company to have a one day liquor license to serve liquor at Saturday's Old Home Days Event from 1:00 pm to 6:00 pm as a fundraiser for school projects.

Motion to Grant Liquor License: Chair Wilson made a motion to accept the Application for a liquor license for Lefty's Brewing Company to serve liquor at Rowe Old Home Day as a fundraiser for the Rowe School. The motion, seconded by Walt Quist, was accepted. (2/1/0)

8/. Update on Complaint re: Scott Sawyer Hearing in Boston: Chair Wilson reported that the Scott Sawyer Investigation with the Board of Public Accountancy Division of Professional Licensure was scheduled for on June 19, 2014 to discuss complaints filed by Rowe. Chair Wilson explained the allegations of conflict of interest arose from a 2007 Internal Control Review Audit, a Sarnelli Review, and Melanson & Heath Auditors who all concurred there was a conflict of interest for Scott Sawyer. They indicated he maintained all the functions of the City & Town Software used in Accounting for the Town and conducted the independent audit which must be done by someone other than the independent auditor.

9/. Flood Mitigation Plan: Chair Wilson reported a request had been made from a researcher to speak with the Select Board about examining the flood mitigation in Western Massachusetts. Following discussion it was agreed to have Highway Superintendent speak with him.

10/. Reserve Fund Transfer Request: Carlos Heiligmann requested that \$203.50 be taken from Reserve Fund to pay for flags used on Veterans' gravestones.

Motion to Approve Transfer: Chair Wilson made a motion to approve \$203.50 be taken from Reserve Fund to pay for flags used on Veterans' gravestones. The motion, seconded by Walt Quist, was unanimously accepted. (3/0/0)

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11/. FRCOG Accounting Contract: Select Board Members reviewed and discussed the Franklin Regional Council of Governments (FRCOG) contract for Accounting Services for FY15.

Motion to Accept Contract: Chair Wilson made a motion to accept the Franklin Regional Council of Governments (FRCOG) contract for Accounting Services for FY15. The motion, seconded by Vice-Chair Gleason, was unanimously accepted. (3/0/0)

Old Business

Warrants: Warrants FY14 W25 and PW25 were reviewed

Adjournment:

Seeing no further business, Chair Wilson made a motion to adjourn the Meeting at 5:05 p.m to convene into Executive Session not to reconvene into Open Session for Purpose # 3:

Executive Session: Purpose # 3:

To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Roll Call Vote to Convene into Executive Session was as follows:

- Chair Wilson: - aye
- Vice-Chair Gleason: - aye
- Selectman Quist: - aye

Respectfully Submitted,
Janice Boudreau

Approval Date: JUNE 18, 2014

Approved: Marilyn Wilson
Marilyn Wilson, Chair

Susan Gleason
Susan Gleason, Vice-Chair

Walt Quist
Walt Quist, Selectman

Attachments:

- Agenda 06/04/14
- Fire Dept. report – presented by Paul McLatchy, Jr. (3 pages)
- Request for Line Item Transfer – presented by Paul McLatchy, Jr.
- Bridge Rehabilitation Details – presented by DPW Superintendent Jim Taylor (6 pages)
- FRCOG – FRC Highway Bids for FY15 (2 pages)